



CLASS TITLE: Casual/Seasonal Size & Weight Enforcement Officer

LOCATION: Weigh Station, Townsend, DE

SALARY: \$23.00/hourly

OPENING DATE: May 21, 2015 CLOSING DATE: June 3, 2015

This is a casual/seasonal position and will not exceed 29.5 hours a week. There are no fringe benefits.

NATURE AND SCOPE:

This is enforcement work at the full performance level ensuring compliance with standards established for measuring, metering and weighing vehicles, enforcing registration, licensing, and safety statutes. Work is performed under the supervision of a sworn state police officer in cooperation with other state police employees. Work is performed at locations throughout the state and in various weather conditions. Work schedules may include working different shifts and weekends.

PRINCIPLE ACCOUNTABILITIES:

Directs, controls and regulates vehicle and pedestrian traffic.

Inspects driver's licenses, vehicle registrations, motor fuel tax cab cards and other documentation required by law.

Measures and weighs vehicles and vehicle loads as set forth in Section 4506 of Title 21.

Issues voluntary assessments, summonses and makes traffic arrests for violations of Title 21 and Chapter 52 of Title 30.

Operates two-way radio to verify vehicle registrations and driver's license registrations.

Tests and maintains large capacity portable and stationary truck scales to check accuracy and ensure proper working condition.

Records truck weights on official forms to be used as evidence in court.

Performs minor safety checks on trucks that are weighed.

Testifies and presents evidence in criminal court proceedings.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of truck enforcement laws as prescribed in Title 21.

Knowledge of basic courtroom practices and procedures.

Knowledge of English grammar and usage.

Knowledge of basic record keeping practices and procedures.

Knowledge of basic mathematics.

Knowledge of hazardous materials and truck safety rules.

Skill in dealing effectively with the public and coworkers under potentially stressful situations.

Skill in the functioning principles of scales, metering and measuring devices.

Skill in manual traffic control procedures.

Skill in the use of two-way radio communications procedures.

Ability to use computers to make license status and registration inquiries as well as to prepare routine reports.

Ability to apply and interpret laws, rules, and regulations; keep records, write reports, and reconstruct events for court testimony; seize and secure evidence; and effectively communicate, both orally and in writing.

Ability to work in various weather conditions, during both daylight and evening hours.

Ability to make basic mechanical and electrical repairs to scales.

Ability and willingness to lift 50 lb. portable scales and place under large vehicles when conducting weighing operations.

Ability and willingness to work irregular shifts when required.

Ability to safely operate vehicles (including 2 axle vans) to various locations throughout the state on a daily basis.

MINIMUM QUALIFICATIONS:

High school graduate and possession of knowledge, skills and abilities enumerated above and two years of work experience which has included, prior law enforcement, commercial vehicle operation or repair, or any equivalent combination of acceptable education and experience. Possession of a valid "Class D" driver's license.

Conditions of Employment:

Direct deposit of paychecks is required as a condition of employment.

- Ability to be on-call 24 hours a day during assigned "on call" rotation. (approximately one week per month)
- A satisfactory criminal background check is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the State Personnel web-site at <http://www.delawarestatejobs.com/benefits/index.shtml>

APPLICATIONS:

Please submit a Delaware State Police civilian application to:

DELAWARE STATE POLICE, Human Resources Office, P.O. Box 430, Dover, DE 19903

Applications can be found at our website at:

<http://www.dsp.delaware.gov/employment.shtml>

Applications can also be found at any troop or at our Headquarters at 1441 N. Du Pont Highway, Dover, DE 19903

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by a Delaware State Police application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

NOTE: The Division of State Police is a non-merit system agency.

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